

# ADMISSIONS POLICY

POLICY VERSION NUMBER	02
MEMBER OF STAFF RESPONSIBLE FOR POLICY	Director Teaching Learning and Assessment

RECORD OF REVISIONS TO POLICY	
DATE	DETAILS
February 2018	Policy reviewed
March 2018	Staff consultation
May 2018	Board approval

Date of current policy	May 2018
Date of corresponding Impact Assessment	TBC
Policy review date	May 2021
Review to be approved by	Executive and Corporation

## **Barnfield College Admissions Policy**

### **1. Scope and Purpose**

Barnfield College is committed to the principle of 'Right Learner, Right Course' as detailed in 'Reclaiming Excellence'. This policy is relevant to any individual who applies to Barnfield College to study on further education, higher education or apprenticeship programmes, including existing students who are internally progressing.

### **2. Policy Principles**

Barnfield College recognises the importance of an effective admissions service and the impact it can have on conversion of applications to enrolment. This policy will ensure:

- a fair, open and transparent applications process
- accurate and up-to-date College information across all marketing channels
- high-quality information and advice and impartial careers guidance
- a process where individual learning needs are identified and effective support is put in place to ensure applicants and learners are appropriately matched to a programme of study
- a process which is accessible to all applicants and is consistent with Barnfield College's commitment to and policy of, equality, diversity and inclusion
- a process which maintains confidentiality and complies with the data protection legislation

### **3. Quality**

The quality and effectiveness of this policy is monitored and evaluated through annual review by the Assistant Director Learners and members of the Application to Enrolment Group.

The provision of information, advice and guidance to support the admissions processes is accredited with the 'matrix' standard. The success of this policy is measured against improved conversion rates of applications to enrolments, an increase in application numbers, reduced early dropout from programmes and an increase in internal and external progression. The policy is also evaluated against levels of stakeholder satisfaction with regard to the effectiveness of communication, quality of information and advice and efficiency of the enrolment process.

### **4. Equality and Diversity**

This policy is committed to and supportive of equal access and inclusion, and aims to avoid unfair discrimination on any grounds. Barnfield College is committed to a policy of equality of opportunity to provide a learning and social environment that is free from discrimination. The College believes that a student community which is diverse in terms of background and experience contributes to a stimulating learning environment.

Each application will be considered on an individual basis and decisions made, wherever possible, through a process involving the student and other relevant parties such as personal tutors, parents or carers and external agencies.

## 5. Communication

Barnfield College will proactively engage with key influencers, primarily schools, parents, the local community and employers through its marketing channels including the prospectus, open events and interactive activities, website, schools' activities and community events.

Applicants will receive regular and relevant 'keep warm' communications leading up to enrolment. This will ensure applicants are kept informed of College developments and key information prior to enrolment.

## 6. Course Enquiries

Barnfield Student Services responds to all initial enquiries regarding the College's curriculum offer. If applicants are unsure about which course to study or progression routes, Student Services will provide initial advice and guidance or where appropriate, independent and impartial careers guidance.

## 7. Applications

### Further Education Courses

An application for further education and apprenticeship programmes may be made through either a paper based application form or online via the Barnfield College website.

### Full-Time Courses

For all full-time courses, an offer will be based on the outcome of the following activities and information:

- a. Interview and assessment (if applicable)
- b. Previous qualifications and/or experience

### Higher Education Courses

Applications for Higher Education can be made either through the UCAS website or directly to Barnfield College. All direct applicants will be required to complete an RPA form to notify UCAS. If the programme is linked with a university the applicant may be required to complete additional paperwork; this will be communicated to the applicant at interview.

Applicants may be required to interview or audition for their Higher Education place. All entry and interview requirements are outlined on both the Barnfield College and the UCAS websites.

### Part-Time Courses

Some part-time courses do not require an interview or assessment and applicants may enrol in person or over the phone after completing an enrolment form. Some courses have specific entry requirements and these, together with the method of enrolment, are published in the part-time prospectus and on the website.

On receipt of any application Student Services will check its content and ensure all personal details are correctly completed and that qualifications and references are included.

Where there are information gaps, multiple course choices, or qualifications which do not meet entry requirements a Student Adviser will contact the applicant.

## 8. Internal Progression

Current students who wish to progress to higher level or alternative programmes of study at Barnfield College will be supported and guided in the application process by their personal tutors. Any student who has left the College and subsequently wishes to apply for a place on a programme of study will be required to follow the standard application process, as for any other new applicant.

## 9. Right to Study

To be accepted on a Barnfield study programme, higher education programme or apprenticeship **all** applicants (whether internally progressing or new) must:

- satisfy the programme entry requirements<sup>1</sup>;
- have the means to pay for any fees, exams and equipment prior to the course start date, where such fees apply;
- have the necessary residency status to study;
- demonstrate a strong commitment to further study and your choice of programme;
- if requested, provide evidence of previous achievements and good conduct at current/previous school, college or workplace;
- inform the College of any health or learning needs to enable the relevant support functions to understand and plan for your needs, wherever possible<sup>2</sup>;
- inform the College regarding any unspent criminal convictions;
- agree to adhere to Barnfield College's learning expectations.

## 10. Barnfield College Entry Requirements

Entry requirements for study programmes are published in the part-time and full-time prospectuses and on the Barnfield College website.

Initial assessments and diagnostic testing, indicating levels of literacy and numeracy, may be used to determine the level of study, if qualifications are not achieved in line with entry requirements.

For adults returning to education, previous experience and training may be considered as an alternative to formal qualifications.

Barnfield College is not authorised to accept international students on further and higher education courses or apprenticeships, however where an applicant has overseas qualifications they will be required to prove equivalency to those in the UK. In addition, applicants will be expected to comply with the regulations set out by the United Kingdom Visas and Immigration Service (UKVI). The applicant must also be able to demonstrate English language skills at a standard appropriate to the course for which they are applying. This may require assessment through an approved English language test.

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<sup>1</sup> In some circumstances and where there is relevant alternative prior learning and experience, these may be dispensed at the discretion of an Assistant Director, see para 10.

<sup>2</sup> Subject to the provisions set out in para 11.

## **11. Applicants with Additional Needs due to Medical Conditions, Disabilities or Learning Difficulties**

Barnfield College welcomes applications from students with additional needs and it is important that applicants make their needs known upon application so that reasonable adjustments can be considered.

Applicants who indicate that they have medical conditions, disabilities or learning difficulties will be contacted to discuss their needs further. Such applicants may also be accompanied at interview by representatives of Barnfield's Additional Learning Support team.

The College is committed to ensuring that there are reasonable adjustments made and appropriate provision available for students with medical conditions, disabilities or additional needs. However, if Barnfield is unable to meet this, the applicant will be informed and every effort made to refer to alternative more appropriate educational provision.

## **12. Applicants with Criminal Convictions**

Barnfield College provides programmes for learners under 18 years of age as well as for vulnerable adults. To ensure these and all our learners are safeguarded, applicants are required to disclose any unspent criminal convictions and cautions. For certain courses, such as Childcare, a Disclosure and Barring Service check may be required.

Failure to disclose an unspent criminal conviction may result in disciplinary action and permanent exclusion from the College.

Having a criminal conviction will not necessarily prevent an applicant from gaining admission to their chosen study programme. Consideration will be given to the nature of the criminal conviction disclosed and the level of risk to the safety of all members of the College community.

There may also be circumstances where a Police investigation or pending court case has conditions set by the courts, the Police or local authority. Whilst a disclosure to the college is not necessary unless specified, the applicant will be expected to notify the relevant authorities of their intention to study.

If a conviction is declared, the applicant is required to complete a Barnfield College CC1 form, detailing the nature and conditions related to their conviction. This document is assessed by the Assistant Director Learners, or a member of that team, for an initial risk assessment.

In reaching decisions on those with criminal convictions, the College will also consider the safety and well-being of the applicant and its ability to provide any appropriate support arrangements.

### **13. Refusing or Rejecting an Application**

Barnfield may refuse or reject an application to study on the following grounds:

- if an applicant is unable to evidence entry requirements or if required to do so, to provide satisfactory references for the programme;
- if the funding requirements for the programme applied for cannot be met (see Fee Policy);
- if the programme applied for is undersubscribed (with the result that its delivery is not viable for the College or its students), is oversubscribed or if the College is, for whatever reason, unable to deliver the course or programme applied for;
- if the College considers, in its reasonable opinion, that the applicant may endanger or pose a risk of harm to staff or students of the College;
- the applicant has outstanding fees owed to the College;

If Barnfield College considers that it is unable to admit an applicant to the study programme applied for, advice and guidance will be offered to consider suitable alternatives either within or external to the College.

### **14. Right of Appeal**

Where applicants are refused a place at College or refused a place on the programme applied for, there is a right of appeal against the decision in accordance with the procedures set out in the Barnfield College Compliments and Complaints Policy.

### **15. Monitoring, Review and impact Assessment**

This Policy will be reviewed on an annual basis and impact assessed in accordance with Barnfield's impact assessment procedures.

### **16. Related Policies**

This policy is linked to the following Barnfield policies and documents:

- Safeguarding Policy
- Equality, Diversity and Inclusion Policy
- Compliments and Complaints Policy.
- Fee Policy